



MUNICIPAL LIGHTING DEPARTMENT  
(A Municipally Owned and Operated Power System)  
**Plattsburgh, New York**

William J. Treacy, P.E.  
Manager

6 Miller Street  
Plattsburgh, New York 12901  
518-563-2200  
Fax: 518-563-6690

May 23, 2013

To: Mayor Donald M. Kasprzak

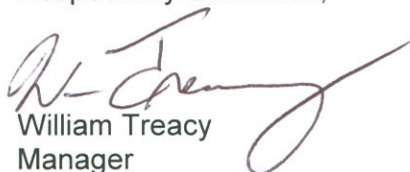
Subject: Electric Meters Revenue Type – Bid No. 2013-5-1  
Bid Review and Award Recommendation

The Management of the Plattsburgh Municipal Lighting Department has reviewed and evaluated the single bid received on May 21, 2013 for the above subject contract.

We recommend award to **GoTToGo Electric, Inc, LeRoy, NY** in the total amount of **\$86,054.00**. GoTToGo Electric, Inc. is the lowest responsive and responsible bidder.

If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,

  
William Treacy  
Manager

CC: City Clerk  
Councilor Jackson, PMLD Liaison  
MLD Financial Director  
Bid 2013-5-1 File

## CITY OF PLATTSBURGH

BID TITLE *Reserve Electric Meter - Constant* *7/20/13* *5-1*  
BID

BID OPENING DATE: May 21, 2013 11:00

NAME & ADDRESS OF BIDDERS	AMOUNT OF BID	NCBC	SECURITY
Matt Toles Electric Jim Henderson 786.5 East Main Rd. Le Roy, NY 14482	\$28,054-	✓	Chil
XAB 2/1/84 13			



## Plattsburgh, New York

Jonathan P. Ruff, P.E.  
Environmental Manager

41 City Hall Place  
Plattsburgh, NY 12901  
Phone: 518-536-7519  
Fax: 518-563-6083  
[ruffj@cityofplattsburgh-ny.gov](mailto:ruffj@cityofplattsburgh-ny.gov)

May 22, 2013

To: Mayor Kasprzak and Members  
Of the Common Council

Fr: Jonathan Ruff

Re: Training for Brian Guimond

Brian Guimond now has enough work experience to qualify for a Grade IA water treatment plant operator certification. He has two classes that he still needs to take to meet all of the requirements. Attached is a spreadsheet that shows the estimated costs for one of the classes. It is respectfully requested that he be authorized to attend this class in June at an estimated cost of \$1,740.

Please contact me if you have any questions.

c: Bill Todd

*June 17 - June 21, 2013*

*where?  
Morrisville NY*

<u>Date</u>	<u>Room</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Fee</u>	<u>Travel/Misc</u>	<u>Total</u>
6/17/2013	70	8	9	25		400	512
6/18/2013	70	8	9	25	600	0	712
6/19/2013	70	8	9	25			112
6/20/2013	70	8	9	25	0	0	112
6/21/2013		8	9	25		250	292
	280	40	45	125	600	650	1740

Guimond IA.xls  
5/23/2013 13:40



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Date: May 23, 2013

To: Mayor Donald M. Kasprzak

From: Bill Treacy, Manager

Subj: Substation Maintenance II

As Manager of the Municipal Lighting Department, I hereby request permission for Mr. Richard Strack to attend Substation Maintenance I Training from October 6 - October 11, 2013 to be held at Valley Forge, PA at an estimated cost of \$ 2,989.50.

If you have any questions, please contact me.

Atch: 2

cc: Councilor Jackson, MLD Liaison  
Kelly Clookey, Finance Director  
Travel File



TRAVEL REQUEST AND AUTHORIZATION - CITY OF PLATTSBURGH

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for Richard Strack

Of MLD to travel to Valley Forge, PA

For Substation Maintenance II

On October 6 -11, 2013  
Hours, Incl. Travel Days

Please attach program or other literature, and back-up for estimated costs.

Estimated Costs:	Mileage/Gas	<u>\$ 200.00</u>
	Ferry/Road Tolls	<u>\$ 40.00</u>
	Hotel	<u>\$ 750.00</u>
	Meals	<u>\$ 229.50</u>
	Registration	<u>\$ 1770.00</u>
	Air Fare	<u>\$ 0.00</u>
	Personnel Cost (Replacement, overtime & dedicated time of attending personnel)	<u></u>
	TOTAL	<u>\$2,989.50</u>

Please indicate department budget code from which this trip will be expended: 731.1; 741.1; 781.1

Date: May 21, 2013 Dept. Head: Bill Treacy, Manager

\*\*\*\*\*  
AUTHORIZATION:

Pursuant to the authority granted me under the City of Plattsburgh Common Council Resolution dated \_\_\_\_\_, I do hereby authorize the above travel as requested.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Councilor, Dept. Liaison  
\_\_\_\_\_  
Mayor

NOTE: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for Expenses (C.C. Resolution, Feb.9,1989).

# AVO Training Institute

Course:

## Substation Maintenance II

4.5 days  
3.6 CEUs  
Hands-on  
8:00am - 4:30pm, the final day ends at 12:00pm

Course Number: 231

Tuition USD: \$ 1770

Available in English or Spanish.

Substation maintenance is a key part of any plant's maintenance program. Failures in key components such as racking mechanisms, meters, relays and buses are the most common cause of unplanned outages. Power transformer failures may result in significant downtime and long delays in equipment replacement. Most of these failures can be detected and prevented. Having skilled substation maintenance technicians is essential to equipment reliability.

## Learning Objectives

- Identify safe work procedures
- Explain the configuration and function of common equipment found in a substation
- Identify components of power and distribution type transformers, including common insulating and cooling mediums
- Explain common transformer configurations
- Perform and interpret results of winding resistance, dielectric absorption ratio, polarization index, and power/dissipation factor tests on transformers
- Calculate temperature corrections
- Identify ASTM requirements for testing and sampling gas and oil in transformers
- Inspect, adjust and perform insulation resistance, connection resistance and overpotential tests on air and disconnect switches
- Perform and interpret results of earth resistivity tests

## Who Should Attend

This hands-on course is intended for apprentices, technicians and engineers responsible for the maintenance and testing of industrial and utility substations.

## Requirements

This course requires working knowledge of basic electricity. Students must wear long pants and safety toe shoes to complete the lab portion of this course. No shorts or sandals will be allowed.

## Schedule

Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Location
6/10/2013	6/14/2013	Dallas, TX
6/24/2013	6/28/2013	Dallas, TX
7/15/2013	7/19/2013	Dallas, TX
8/12/2013	8/16/2013	Dallas, TX

9/16/2013	9/20/2013	Dallas, TX
10/14/2013	10/18/2013	Dallas, TX
11/11/2013	11/15/2013	Dallas, TX
12/16/2013	12/20/2013	Dallas, TX
7/15/2013	7/19/2013	Pasadena, CA
9/23/2013	9/27/2013	Pasadena, CA
12/9/2013	12/13/2013	Pasadena, CA
6/24/2013	6/28/2013	Portland, OR
8/26/2013	8/30/2013	Portland, OR
10/28/2013	11/1/2013	Portland, OR
6/10/2013	6/14/2013	Valley Forge, PA
8/12/2013	8/16/2013	Valley Forge, PA
10/7/2013	10/11/2013	Valley Forge, PA
12/9/2013	12/13/2013	Valley Forge, PA

If you have any questions, visit our website at [www.avotraining.com](http://www.avotraining.com) or contact us at 1.877.594.3156 or [info@avotraining.com](mailto:info@avotraining.com)